

Governor's Workforce Investment Board Executive Committee

**Conference Call
June 27, 2006**

MINUTES

Committee Members Present: Keith Kelly.

Committee Members Present via Phone: Dan Miles, Chair; Marty Copps, Vice-Chair; Evan Barrett; Dave Crum; Georgia Gibbs-Atkinson; Mike Grove; Lane Larson; Robbe Lindsay; Arlene Parisot; and John Prinkki.

Committee Members Absent: Mike O'Neill.

Staff: Pam Watson, Leisa Smith, Chris Wilhelm, and Jessica Snyder.

Guests: Jerry Laughery and Gary Wright.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 2:11 p.m. Jessica Snyder conducted roll call and Pam Watson reviewed the documents in member's packets.

Approve Agenda

The Executive Committee reviewed the agenda and approved it by consensus.

Approve Minutes from January 10 & April 20, 2006

The Executive Committee members reviewed the minutes of the January 10, 2006 meeting and approved the minutes, as written, by consensus.

The Executive Committee members reviewed the minutes of the April 20, 2006 meeting and approved the minutes, as written, by consensus.

Action Items

Endorse WIA Statewide Policy Manual

Pam Watson reported that prior to the single statewide planning area, the local service providers were operating under three policy manuals, the two local boards' policy manuals and the state policy manual. The staff had consolidated the three policy manuals into one and posted for public comment. The public comments were received and considered. The WIA Statewide Policy Manual was distributed to the service providers during the Technical Assistance Trainings in March and was posted on the Department of Labor and Industry's website. Ms. Watson stated the Policy Manual could be revised for any future changes in policies and procedures.

Lane Larson moved to endorse the WIA Statewide Policy Manual and Arlene Parisot seconded the motion. The motion carried unanimously.

Waiver Request for USDOL

Gary Wright stated WIA does not allow training for incumbent workers but the Governor's discretionary funds can be used. An incumbent worker is an employed worker that receives training for upward mobility allowing for entry level jobs to become vacant. For the past three years, the Governor has awarded Department of Commerce \$400,000 of Governor's discretionary funds to provide incumbent worker training. On March 6, 2006, United States Department of Labor (USDOL)

sent a Training and Employment Guidance Letter (TEGL) stating states can submit a waiver requesting WIA funds to be used to train incumbent workers. Mr. Wright explained that 1.2 million dollars were reallocated to the Department of Labor and Industry from the old administrative entity and those dollars will be used to offset the decrease in funding for the service providers, cover the costs of increased staffing and activity of the SWIB, and one more WIA staff person. Mr. Wright stated the Department of Labor and Industry is requesting the Executive Committee approve the waiver that would allow the transfer of up to \$400,000 of Workforce Investment Act Adult and Dislocated Worker formula funds per year for three years to the Department of Commerce for the use of incumbent worker training.

Chairman Miles asked if the waiver needed to be submitted each year for three years. Mr. Wright stated the waiver did not need to be resubmitted each year but the funding amount would be a decision the SWIB and Governor would need to consider each year. Keith Kelly stated if the waiver is approved from USDOL it would allow for flexibility of the Governor's discretionary funds. Evan Barrett encouraged the Executive Committee approves the submittal of the waiver to USDOL.

Keith Kelly moved to approve the submittal of the waiver request and Mike Grove seconded the motion. Jerry Laughery asked for clarification where the \$400,000 came from. Commissioner Kelly stated the money was reallocated from the additional administrative entity that had been eliminated by the modification to the Two Year State Plan. Chairman Miles stated the money would not be taken away from the program operators. Gary Wright stated the recaptured funds were allocated as program dollars and administrative dollars. All of the money allocated to programs and a portion of the administrative dollars will be reallocated to program operators. The motion carried unanimously by voting members and Evan Barrett abstained from voting.

Snapshot Document

Pam Watson state the Workforce System Committee was unable to take formal action regarding the Snapshot Document due to a lack of a quorum but the Committee did informally recommended approval of publishing the Document. Ms. Watson stated service providers share the document with participants and CMT members and Jessica Snyder collected the information for the current program year. Staff would like to add to the document a funding trend for the past three years. The last time the document was published, it cost \$981 dollars of State Board funds for 1000 copies.

Evan Barrett moved to approve the printing and publication of the Snapshot Document and Arlene Parisot seconded the motion. The motion carried unanimously.

One-Stop Operator Consortium Agreement

Pam Watson reported a One-Stop Operator Agreement between the SWIB and the One-Stop Centers is required. The One-Stop Operator Agreement will outline the responsibilities of the SWIB and the partners of the one-stop system for each area. Each agreement will be customized to each individual one-stop based upon the business plan.

Arlene Parisot moved to approve the One-Stop Operator Agreement with the One-Stop Centers and Keith Kelly seconded the motion. The motion carried unanimously.

Other Business

Pam Watson reported the application deadline for the Desiree Taggart Memorial Awards has passed and selection team needed to be appointed. Last year's selection team consisted of three members who volunteered and made the recommendation of awardees to the Executive Committee for approval. Chairman Miles called for volunteers and Dave Crum and Marty Copps volunteered to be on the selection team.

Chairman Miles thanked the Committee members for their time and the staff for the distribution of information in a timely manner.

Adjournment

With no further business, Dave Crum moved to adjourn the meeting and Arlene Parisot seconded the motion. The motion carried unanimously and meeting adjourned at 2:53 p.m.

Dan Miles, Chairman

Date